

**Provider Instructions for Submission of K100 Billing Spreadsheet to
DCF – Division of Child Protection and Permanency (CP&P) via
SecureContact**

You have permission to electronically submit your payments to CP&P on a Microsoft Excel K-100 Billing Spreadsheet. Please see the following link [for an example of a completed spreadsheet.](#)

In order to send your completed K-100 Billing Spreadsheet(s) to a CP&P local office, please follow these steps:

Step 1- Go to <http://www.nj.gov/dcf/providers/secure>

Step 2- Click the county on [the map below](#) that contains the CP&P office which you would like to submit billing information. If you have a spreadsheet where you are billing to multiple CP&P offices, you will need to send the spreadsheet to each local office separately.

Secure Billing



You will then be taken to one of three pages:

<https://ssl.datamotion.com/register/cureg.aspx?cb=SONJDCF1> (Northeast region)

<https://ssl.datamotion.com/register/cureg.aspx?cb=SONJDCF2> (North and Central regions)

<https://ssl.datamotion.com/register/cureg.aspx?cb=SONJDCF3> (Southern region)

Step 3- You will be asked to either:

- click on “Enter” to access your existing SecureContact account by entering your userID and password, OR
- enter your email address to set up a SecureContact account if this is your first time submitting a spreadsheet via this secure billing method.



Secure Messaging Center

[Home](#)

SecureContact

Returning to SecureContact?

New to SecureContact?

Enter

OR

* Email Address:

Next

Access your SecureContact account.

Send and receive messages securely.

Step 4- Once logged in, the following screen will appear to upload your file(s):



Secure Messaging Center

[Send New](#)
[Member Center](#)
[Inbox](#)
[Track Sent](#)
[Logout](#)

Send New

Send Secure Save Draft Address Book Cancel

To: Atlantic East LO







Subject:

Attachments:

Add

Browse...

Remove

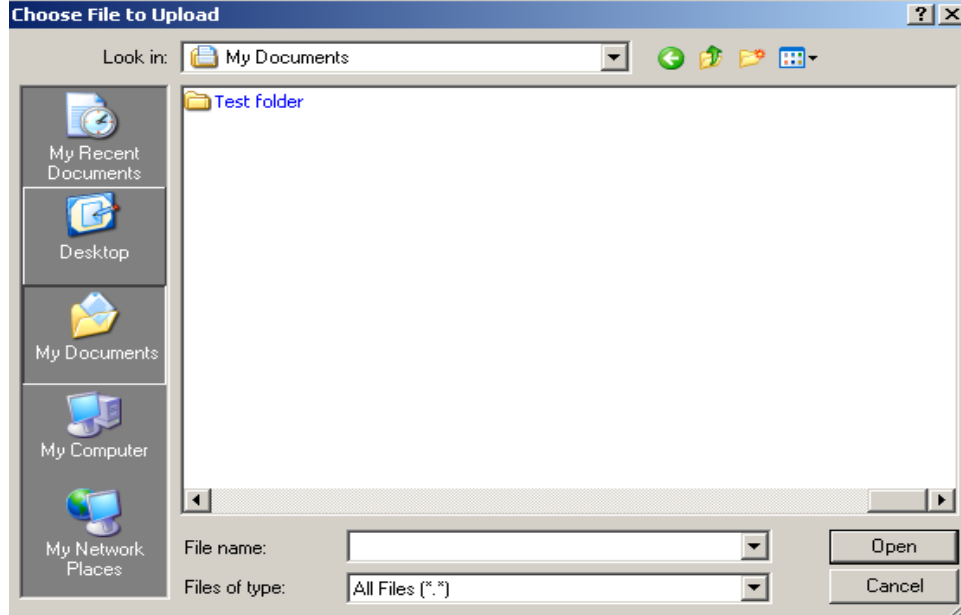
Font Size **A** **A** **B** *I* U                   

Message:

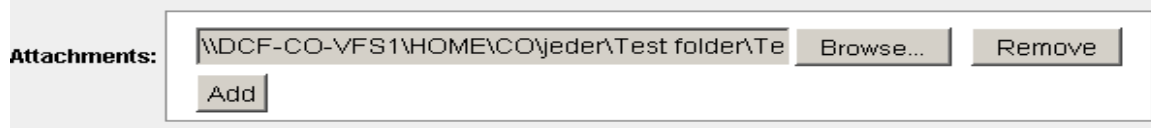
Show Options Add Signature

- Click in the “To” field and select the CP&P local office that you are sending the spreadsheet to (individual secure messages are required for each office you are submitting to; however, more than one spreadsheet can be uploaded at a time when contacting a particular office).
- Click in the “Subject” field and enter the subject of your message – example: K-100 spreadsheet from Provider ABC for payment on XYZ services.

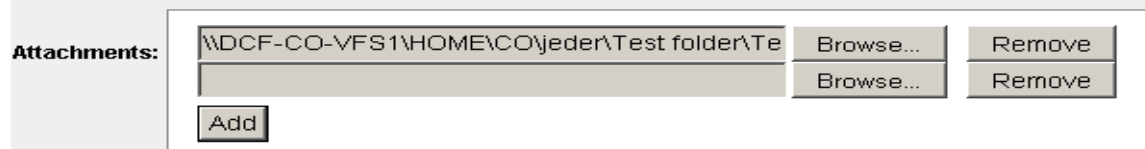
- Click on the “Browse” button in the “Attachments” section to upload your spreadsheet(s). You will see the following window to select each file to upload:



Select the correct folder and file that corresponds to the spreadsheet you would like to upload and click on the “Open” button. The “Attachments” section should now show the file you selected:

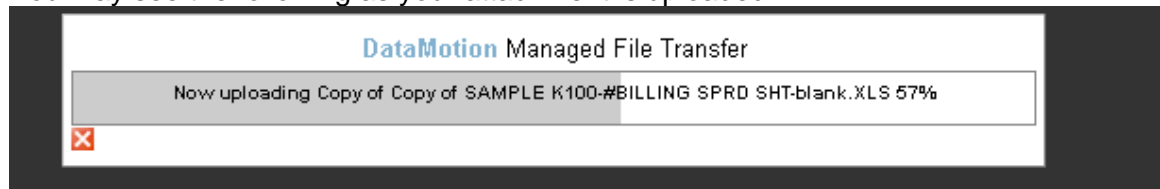


- Click on the “Add” button, continue the process of adding more files if necessary.




- Click in the “Message” section to add a note with your upload.

- Click on the “Send Secure” button above the “To” field:
- You may see the following as your attachment is uploaded:



The following screen is then displayed:

[Send New](#) [Member Center](#) [Inbox](#) [Track Sent](#) [Logout](#)




Thank you for using DataMotion

Your message has been received by the SecureMail system.

The recipient(s) will be notified by e-mail that your message is waiting for pickup.

When they retrieve your message, you will receive confirmation of delivery.

 Powered by DataMotion

You can use the menu at the top of this screen to send a new message, view the messages you have sent or log out of the system.

Once your message is open by the recipient at the DCP&P local office, you will then receive a return receipt email:

DataMotion Return Receipt

Your DataMotion message was opened by k100.bure@dcf.state.nj.us on 3/15/2013 1:12:49 PM (GMT-04:00).

For full tracking details login to your account at:

<https://ssl.datamotion.com/l.aspx?u=jeff%2Eeder@dcf%2Estate%2Enj%2Eus&l=en-us>

Message Details:

Date Created:	3/7/2013 12:42:59 PM (GMT-05:00)
Subject:	Test8
From:	jeff.eder@dcf.state.nj.us

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For technical assistance, please email K100questions@dcf.state.nj.us.